

## APS Checklist

Applicants must provide complete information on all forms, authorized signatures where indicated, assurance that the application is legally binding, and support documents (as requested) to allow for a uniform review of applications.

**All first time applicants should provide items 1 - 3** (if applicable) These materials will remain on file in the JCAC office, recording eligibility of your organization to apply for funding in the future. Update documents on file if there has been a change of leadership or status of the organization.

- \_\_\_\_\_ 1. Articles of Incorporation or Enabling Legislation - 1 copy  
(Resubmit if it has been revised since last submitted to the IAC)
- \_\_\_\_\_ 2. IRS Determination Letter of Tax Exempt Status - 1 copy  
(Resubmit if it has been revised since last submitted to the IAC)
- \_\_\_\_\_ 3. Annual Compliance Audit - 1 copy

**All applicants should provide items 4 - 9.** (8 (eight) copies of each item are required for complete application)

- \_\_\_\_\_ 4. Application Forms (pages 1 through 7) and Narrative Responses
- \_\_\_\_\_ 5. Financial Statement for most recently completed year. (This is an un-audited document, not an audit)
- \_\_\_\_\_ 6. Governing Board Roster with names, offices, terms of office, addresses, and affiliations.
- \_\_\_\_\_ 7. Executive Director (AOS) Resume
- \_\_\_\_\_ 8. Project Timetable
- \_\_\_\_\_ 9. Printed Promotional Materials that illustrate the quality of past programming (limit of 3 items per set of application copies) (Optional)

**AOS/II applicants** also provide items 10 – 11.

- \_\_\_\_\_ 10. Strategic Plan - 1 copy (if applicable)  
(This item must be submitted by first-time applicants or if it has been revised since last submitted to the IAC)
- \_\_\_\_\_ 11. Annual Independent Financial Audit and/or Compliance Audit - 1 copy

Format of the completed packets for applications:

- \_\_\_\_\_ Complete applications with all sections required included in each set.
- \_\_\_\_\_ 8 complete sets (one with original signatures by the authorizing official for the applying organization. Seven additional copied sets may be photocopied, but must be legible).
- \_\_\_\_\_ All sections are typed.
- \_\_\_\_\_ Each set is stapled in the left corner with 3 holes punched on the side for use in a standard 3-ring binder.
- \_\_\_\_\_ No materials (including folders or covers) that were not requested are included in the packet.

**Deadline for all applications: Friday, April 1, 2005 by 4:30 pm.**

## Application Instructions

### Disclosure Statement

All information provided on this application is disclosable under the Access to Public Records Act, IC 5-14-3. Some information provided will be listed on the Web page, [www.IndianaArts.org](http://www.IndianaArts.org), a site available to the general public and utilized by the IAC for reporting data on arts activities around the state.

Please read the entire guidelines, instructions, and application packet before beginning. If you are unsure about the category appropriate to your needs, the status of your organization, or have other questions, please call the Jasper Community Arts Commission (Jill Watson, Regional Services Coordinator 482-3070) for assistance.

All applications must be typed. **Handwritten applications or reports will not be accepted.** Use typeface or fonts no smaller than 10-point. The following instructions correspond to the numbered items in Sections A.- H. on the FY2005 Application, pages 1-7.

(Page 1 of application)

### SECTION A. GRANT REQUEST INFORMATION

1. **Grant Program** - Check the box that corresponds to the type of funding you are seeking. Select one program only. If this is an application for AOS indicate the level.
2. **Amount Requested** - Enter the amount shown on line 26 of the Budget Summary (page 6).
3. **Beginning and Ending Dates** - If requesting APS, enter the month, day, and year the project will begin and the month, day, and year **the project will end**. All funded projects must take place between 7/1/05 and 6/30/06. The dates for your project must coincide with your proposal for activities as stated on your Project Timetable (Section G.).
4. **Name of Staff Person Consulted** - Enter the name of the Jasper Community Arts Commission staff person who helped you with this application. Applicants are strongly encouraged to seek consultation prior to submitting applications.

### SECTION B. APPLICANT INFORMATION

1. **Legal Name** - Enter the legal name of the applicant organization as it appears in the incorporation papers or enabling legislation.
2. **Address** - Enter the applicant's complete address (including street, city, zip code and the zip plus four) and county. If mailing address is different, please include both.
3. **Telephone, FAX, and E-mail Numbers** - Enter the applicant's complete telephone number (including area code). If available, also enter your complete FAX number and complete E-mail address.
4. **Contact Person** - Enter the name, telephone number (including area code), FAX number, and E-mail address of the person to contact, throughout the granting period, with questions regarding this application. This may be the person writing the grant application, the President or Director of your organization, or someone within the organization both knowledgeable about the project and also available for phone/email consultations during the grant process. You may identify 2 contact persons (one for the application process and another for the project or granting period) if you wish.
5. **Authorizing Official** - Enter the name, title, and telephone number (including area code) of the person who is legally authorized to file this application on behalf of the applicant organization and who will sign the application's Compliance Statement and Accessibility

Statement. (Proof of authorization may be requested.) Note that this individual is usually the Director or President of the organization. If another member is planning to serve in this role, documentation signed by the lead officer of the organization should be on file with the JCAC prior to the application deadline.

6. **Federal Employer Identification Number (FEIN)** - Enter the number assigned by the IRS to all nonprofits, whether or not they have employees. (Contact the IRS office nearest you to obtain an application for a FEIN.)
7. **Dun & Bradstreet (D&B) Number**- Enter the number assigned by Dun & Bradstreet to your non-profit organization. Contact <http://www.dnb.com/us/> to receive a free registration number.
8. **Applicant Institution** - Enter the 2-digit code that best describes the purpose of the applicant organization. See Appendix E, page 29 for the code sheet.
9. **Applicant Status** - Enter the 2-digit code that best describes the legal status of the applicant organization. See Appendix E, page 29 for code sheet.
10. **State House District #** - Enter the 2-digit code for the Indiana General Assembly House of Representatives district in which the applicant is located. The following website address can assist you in finding the correct districts based upon the zip+4 of your organization's official address. <http://www.votesmart.org/index.phtml> or contact your local voter registration office.
11. **State Senate District #** - Enter the 2-digit code for the Indiana General Assembly Senate district in which the applicant is located.
12. **U.S. Congress District #** - Enter the 2-digit code for the U.S. House of Representatives district in which the applicant is located.
13. **Fiscal Sponsor** (APS applicants only) - Check "yes" or "no" to indicate if the tax-exempt organization identified in item B.1. is serving as a fiscal sponsor for another entity which will actually carry out the project (i.e., the "sponsored entity"). If "yes", enter the name, mailing address, telephone number, FAX number, county and township of the sponsored entity. (See pages 9 and 21 to determine if you need a fiscal sponsor. See Appendix A for fiscal sponsor responsibilities.)

### **SECTION C. COMPLIANCE STATEMENT**

Carefully read the compliance statement and additional information concerning the compliance statement under civil rights in "Conditions and Requirements" section (page 20). This section must be signed and dated by the authorizing official.

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### **SECTION D. DEMOGRAPHIC INFORMATION**

This data is required by the Indiana Arts Commission and the National Endowment for the Arts.

1. **Number and Characteristics of People Served.** For each line (a. - l.), enter the number of people represented in each column:
  - Column 1 -- All Persons Served (including artists and audience);
  - Column 2 -- Governing Body;
  - Column 3 -- Staff, Members, and Volunteers (do not include board members).
  - Column 4 -- Artists Served

NOTE: Line g. is the SUM of lines a.- f.  
 Lines h. - j. are individual totals and are not added together.
2. **Program Specific Questions.**  
 Indicate if the project is primarily about "presenting/touring", (as defined by NEA) by answering "Yes" or "No".

3. **Arts Education Project Information.**  
If this is an arts education project, also specify size and type of target audience. Be realistic with your estimates.

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#### **SECTION E. PROJECT INFORMATION**

(Project refers to the funded activity only for APS, or full year of support for AOS.)

1. **Select the goal or goals that the funded activity will address.** The goal statements are Indiana Arts Commission long-range goals.
2. **Type of Activity** - Enter the 2-digit code that best describes how the grant will be used. See Appendix E, page 29 of the Grant Program Guidelines, for code sheet.
3. **Discipline and Medium** - Enter the 2-digit numeric code that best describes the primary artistic discipline of the applicant and the project. Where applicable, also enter the alpha code that describes the artistic medium. See Appendix E, for code sheet.
4. **County to be Served** - Enter the name of the Indiana county or counties which will be served by the funded project. A county is considered served if the activity takes place in that county, or the artists involved or the audience members attending reside in that county. If more than one county will be effected through artist participation or audience, list them all.

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#### **SECTION F. NARRATIVE**

Follow the instructions outlined on pages 4-5. Answer all 11 items. Be concise and as brief as possible in your responses. Panelists are more likely to retain information that summarizes key elements, is clearly presented, and to-the-point. This is the main portion of the application addressing the evaluation criteria from which your panel score is obtained. You are restricted to a maximum of 3 double-sided sheets to respond to all 11 questions.

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#### **SECTION G. PROJECT TIMETABLE**

Use the format shown on Application page 5 to provide a detailed implementation timetable for the period of the funded activity.

(page 6)

#### **SECTION H. PROPOSED BUDGET SUMMARY**

- Round all figures to the nearest dollar; no decimals. Enter a zero (0) in line(s) where no expense or income is estimated.
- These lines must be equal:  
Line 12. must = Line 27. Line 13. must = Line 28. Line 14. must = Line 29.
- In some cases, applicants may include in-kind income, which is “the value of donated materials and services,” for a portion of their required local match. Refer to “Local Match Requirements” and Appendix B to determine if you may use in-kind as a portion of your local match. In Kind documentation should be maintained through out the project and is required as part of the final grant report.

## ESTIMATED EXPENSES

For each estimated expense category in line 1. through line 13., indicate the amount that will be provided by each source:

- Column (A) -- Cash from all sources (including the IAC grant).
- Column (B) -- In-kind Contributions (the value of donated goods and services needed for the project).
- For each line item in Column (C), enter the sum of the two corresponding expense columns:  
Column (C) = Column (A) + Column (B).

### Expense Line Items:

1. **Personnel-Administrative.**

Salaries and benefits paid to regular employees (full and part time) as well as temporary personnel who will provide administrative services for the project. Do not include payments to outside administrative personnel engaged on a contract basis (see line 5).

2. **Personnel-Artistic.**

Salaries and benefits paid to regular employees (full and part time) as well as temporary personnel who will provide artistic services for the project. Do not include payments to outside artistic personnel engaged on a contract basis (see line 4).

3. **Personnel-Technical/Production.**

Salaries and benefits paid to regular employees (full and part time) as well as temporary personnel who will provide technical/production services for the project. Do not include payments to outside personnel engaged on a contract basis (see line 5).

4. **Outside Artistic Fees and Services.**

Costs of the artistic services of individuals or organizations who are not employees of the applicant, but who are engaged on a contract basis.

5. **Outside Other Fees and Services.**

Costs of the non-artistic services of individuals or organizations who are not employees of the applicant, but who are engaged on a contract basis.

6. **Space Rental.**

Costs of the rental of any space needed for the project.

7. **Travel/Transportation.**

All costs for individuals or organizations working with the project, including mileage allowance, local bus and cab fares, applicant-owned or leased vehicles, lodging, meals, etc.

8. **Marketing/Promotional.**

Costs for all marketing/publicity/promotion for the project. DO NOT include costs of individuals or firms that belong under "Personnel" (lines 1-3) or "Outside Other Fees and Services" (line 5). DO include costs for newspaper, radio, and television advertising; and printing and mailing of brochures, flyers, and posters when directly connected to marketing/publicity/promotion.

9. **Remaining Operating Expenses.**

All project expenses not entered in other categories, such as scripts, scores, electricity, telephone, storage, postage, sets, props, equipment rental, trucking, shipping and hauling expenses, fund raising expenses, printing, and insurance.

DO NOT include expenses that belong under "Marketing" (line 8).

10. **Capital Expenditures - Acquisitions.** *IAC does NOT fund this expense.*

Expenses for additions to a collection, such as works of art, artifacts, plants, or historical documents, the purchase of which is specifically identified with the project.

11. **Capital Expenditures - Other.** *IAC does NOT fund this expense.*  
Expenses for purchase of buildings or real estate, renovations or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., which are specifically related to the project.
12. **Total Cash Expenses.**  
Add the amounts listed on lines 1. through 11. in Column (A) "Cash".
13. **Total In-Kind Contributions.**  
Add the amounts listed on lines 1. through 11. in Column (B) "In-Kind".
14. **TOTAL Expenses.**  
The sum of line 12. + line 13.

## **PROJECTED INCOME**

15. **Admissions.**  
Income from the sale of admissions, tickets, subscriptions, memberships, etc., for events associated with the project.
16. **Contracted Services Revenue.**  
Income from the sales of services including performance or residency fees, tuition, etc., for events associated with the project.
17. **Other Revenue.**  
Cash revenue from sources other than those listed previously, including income from catalog sales, advertising space, gift shops, parking, investments, etc.
18. **Corporate Support.**  
Cash support for the project from local businesses. (Do not include income from corporate foundations here; list that amount in line 20.)
19. **Foundation Support.**  
Cash support for the project from a nonprofit organization whose primary purpose is to distribute money from an endowment.
20. **Other Private Support.**  
Direct public support such as contributions made directly to the project by individuals, sustaining memberships, net proceeds from special fund raising events, etc. Include income from corporate foundations, United Arts and United Way organizations here.
21. **Government Support - Federal.**  
Cash support for the project from the federal government. Do not include Regional Partnership Initiative funds.
22. **Government Support - Regional/State.**  
Cash support for the project from state agencies or consortia of state agencies such as Arts Midwest. Do not include Regional Arts Partnership funds.
23. **Government Support - Local.**  
Cash support for the project from city or county government agencies. Do not include Regional Arts Partnership funds.
24. **Other Applicant Cash.**  
Cash from current or anticipated resources NOT listed above that you plan to use for this project.
25. **Total Non-Regional Arts Partnership Cash Income.**  
The sum of lines 15. through 24.
26. **REGIONAL ARTS PARTNERSHIP REQUEST.**  
The amount of funding requested from the Regional Arts Partner.
27. **Total Cash Income.**

This is the estimated cash only income from all sources, including Regional Arts Partnership requested funds. Add line 25. + line 26.

**28. Total In-Kind Income.**

This is the value of donated materials and services. This number should equal the amount in line 13.

**29. TOTAL Income.**

This is the estimated income from all sources, including in-kind.  
Add line 27. + line 28.

**SECTION I. BUDGET LINE ITEM DETAIL**

In this section, provide a line-by-line breakdown of the budget summary shown in Section H. of the Application.

Identify the expenses and income included that make up each segment of the budget. The explanation must provide sufficient detail so that the reader can easily determine how the amount listed for each line item was determined. In order to evaluate your request for support, staff and advisory panelists need complete information about projected costs and revenue sources. Applications without the level of detail shown in this sample will be returned to the applicant for revision.

A sample budget detail (See Appendix D, page 26-28) with the required level of explanation us provided for review. The sample budget line item detail shown was prepared with sufficient information for the reader to understand how costs were determined and what were the expected sources of funding (in addition to the grant request).

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**SECTION J. ACCESSIBILITY STATEMENT**

In this section, the Applicant attests:

1. arts related activities supported with federal and state funds will be accessible to people with special needs;
2. specifies the manner in which and by whom accessibility issues were identified and addressed; and
3. agrees that records supporting these actions will be maintained by the grantee and made available to the Regional Arts Partner and the IAC, upon request.

**The authorizing official must sign this form.**

**Note:**1) Use Question 9. in the Narrative to explain your efforts to make arts related activities accessible to people with disabilities and other special needs (e.g., special seating, adaptive devices, targeted marketing, location of service, low cost tickets, etc.).

2) A sample accessibility self-assessment checklist is provided in Appendix C, page 24.

## **F. Support Documents**

This section explains the items that applicants must provide with their funding requests. Not all items are required from every applicant. Please review this section carefully to identify which items you must submit. The checklist for your chosen grant program will also help you to include all necessary documentation.

### **1. Articles of Incorporation**

This item pertains to private nonprofit organizations only. First-time applicants, or organizations which have revised this item since last submitted to the IAC, including organizations which have revised their legal names, must submit one copy of their not-for-profit incorporation papers with the application. (If needed, request a duplicate copy from the Secretary of State's office at 317/232-6576.) This item does not pertain to public entities.

### **2. Public Entity Enabling Document**

This item pertains to public agencies (including public schools) and units of federal, state, and local government only. First-time applicants, or entities which have revised this item since last submitted to the IAC, including entities which have revised their legal names, must submit one of the public document that created the entity (e.g., local ordinance, executive order, regulation, legislation, etc.) with the application. This item does not pertain to private nonprofit organizations.

### **3. IRS Tax-Exempt Status Letter**

This item pertains to private nonprofit organizations only. First-time applicants or organizations with name or other changes since last submitted to the IAC must send one copy of the Internal Revenue Service (IRS) letter that recognizes the organization's tax-exempt status with application. This item does not pertain to public entities.

### **4. Strategic or Long-Range Plan**

This item pertains to AOS/II applicants only. First-time applicants or organizations that have revised this item since last submitted to the IAC must submit one copy of their current strategic or long-range plan with the application.

### **5. Independent Audit**

All AOS/II applicants must submit, with the application, one copy of the organization's annual financial audit performed by an independent Certified Public Accountant (CPA). The audit should be for the period covered by the organization's most recently completed fiscal year. (If the AOS/II applicant is required to complete a compliance audit, a copy of that document may be submitted to meet this requirement. See below.)

### **6. Compliance Audit**

This item pertains to all applicants (AOS or APS) that are required to complete a compliance audit. Submit one copy of the compliance audit with the application. All organizations that received total federal funds of \$300,000 or more per year from all sources are required by federal law to complete a compliance audit performed by an independent Certified Public Accountant (CPA). The audit should be for the period covered by the organization's most recently completed fiscal year and must be performed according to specific federal guidelines. (Consult with your accounting firm for specific information about the compliance audit.)

### **7. Governing Body Roster**

This item pertains to all applicants. Applicants must provide current information about its



governing body, including members' offices, terms of service, community positions, mailing addresses. Identify members of the Executive Committee.

Types of governing bodies:

- For an agency of city government--city commissioners.
- For a nonprofit organization--board of directors.
- For a parks and recreation department--park and recreation commissioners.
- For schools--board of education.
- For universities or colleges--board of regents, governing board for the performing arts series or department, as applicable.

## **8. Financial Statement**

All applicants must provide an unaudited financial statement for the applicant organization's most recently completed fiscal year. This item is not the same as the audit.

A financial statement is a public document that indicates the financial status of your organization at the close of the fiscal year. It should reflect information for the entire fiscal year, including individually categorized income and expenses, and beginning and ending fund balances. It is most helpful when it compares actual income and expenses to either budgeted amounts for the same year, or actual amounts for the previous year.

## **9. Manager's Resume**

*New for the FY04 applications for all grant types*

All applicants must provide the resume of the administrative staff person responsible for the organization (AOS) with the application.

## **10. Printed Promotion Material (Optional.)**

All applicants may include representative printed promotional materials but not more than 3 pieces. These may include information about previously successful programs or projects (i.e., programs, catalogues, newspaper articles, etc.). These materials should be carefully selected and must compare in size with the application page; oversized pieces will not be accepted.

## **11. Project Timetable**

All applicants must provide a timetable of activities and programs (operating support) or implementation steps (project support) for the project for which funding is requested. Use the following headings to provide this information: task, personnel responsible, and deadline.

## **12. Fiscal Sponsor Agreement**

An APS applicant acting as a fiscal sponsor for an Indiana nonprofit organization that has applied for but not received verification of tax-exempt status must submit a copy of the agreement between the two organizations which outlines the roles and responsibilities of each regarding the funded project. (See Appendix A for information about fiscal sponsorship.)